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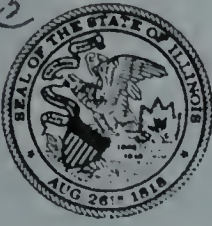
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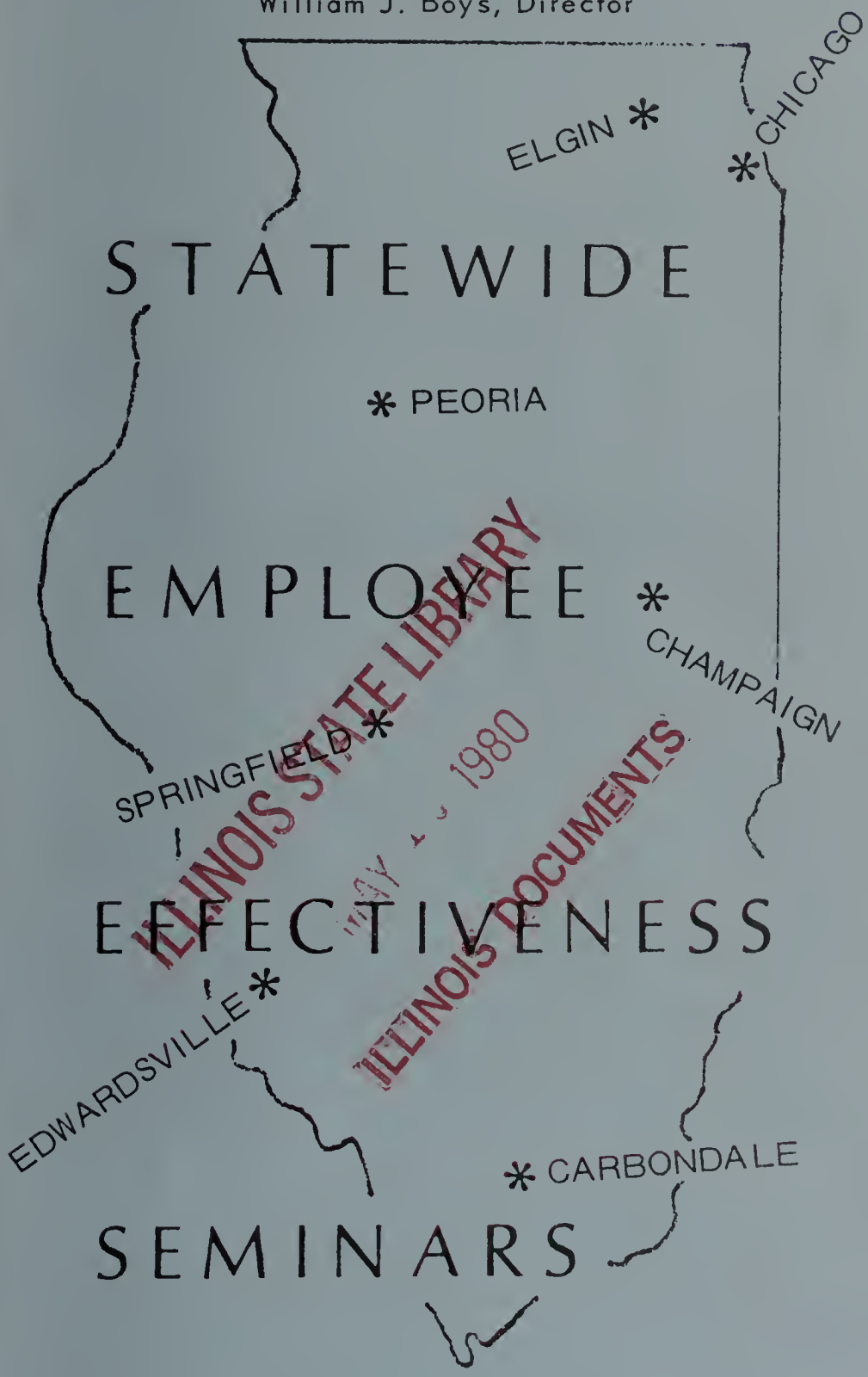


JULY THROUGH DECEMBER

STATE OF ILLINOIS

DEPARTMENT OF PERSONNEL

William J. Boys, Director



sponsored by

THE DIVISION OF
EMPLOYEE
DEVELOPMENT

GENERAL INFORMATION

The Statewide Employee Effectiveness Seminars consist of over 60 workshops a year on four diversified topics. Employees of local governmental jurisdictions as well as state employees are eligible to attend. No fees are charged, but costs for travel, lodging, meals and other expenses are not the responsibility of the Department of Personnel.

These seminars are funded in part under the Intergovernmental Personnel Act. The Department of Personnel reserves the right to restrict participation by any one organization and to cancel or postpone seminars for which there is insufficient registration.

Groups are limited in size to thirty participants and applications will be processed on a first-come/first-served basis. Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force.

Champaign:	State Regional Office Building 2125 South First Street
Chicago:	DePaul University 25 East Jackson Boulevard
Metro-East:	The University Center, Southern Illinois University, Edwardsville (River Rooms, 2nd floor)
Elgin:	Elgin Mental Health Center Room 113, Administration Building 750 South State Street
Carbondale:	Southern Illinois University Student Center (Ohio Room)
Peoria:	State Regional Office Building 5415 North University Avenue
Springfield:	504 William G. Stratton Building Monroe and Spring Streets

APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly since some seminars are likely to be oversubscribed. Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken.

TIME SCHEDULE

Programs begin at 9:00 a.m. and close at 4:30 p.m. At DePaul University the officer at the door will have the room assignments or they will be posted nearby.

Those who are accepted into a seminar but find they cannot attend are urged to give prompt notification by calling the Registrar, phone 217/782-6442.

COURSE DESCRIPTIONS

PROBLEM SOLVING AND DECISION MAKING

Problem solving and decision making are essential, but often frustrating, functions of supervisors and managers. In this seminar participants will explore both individual decision making and group decision making strategies. The advantages, disadvantages and limitations of each concept, as well as the impact of values as they affect the decision making process. Participants will also learn and practice the use of several different approaches to problem solving and then determine which approaches are most appropriate for meeting their individual needs.

In an informal workshop setting groups will deal with models designed to illustrate the dynamics of participative problem solving.

July 10 - Carbondale	September 18 - Peoria
July 17 - Champaign	October 9 - Chicago
July 24 - Elgin	October 23 - Springfield
August 21 - Springfield	

INTERVIEWING AND WORK PERFORMANCE EVALUATION

Knowledge and application of effective interviewing techniques and accurate perception of the interaction between supervisors and employees are essential to the evaluation process.

Lectures and discussion will concentrate on the importance of "climate", rapport, preparation, and building on employees' strengths to achieve organizational goals.

(continued)

July 17 - Carbondale	September 24 - Chicago
August 5 - Champaign	October 21 - Peoria
August 13 - Springfield	November 13 - Springfield
September 18 - Elgin	

IMPROVING EFFECTIVENESS THROUGH COMMUNICATIONS

This program is offered to all state and local government employees regardless of position or title. Since most of our time is spent attempting to communicate with other persons, it is essential that verbal messages be clearly transmitted and understood by all parties. Inadequate communications will result in confusion, misunderstanding, anxiety, frustration, low productivity and poor performance. This seminar will give insight into the causes and effects of communication breakdown and some practical steps toward improving individual effectiveness.

Topic areas will include the functions of communication and listening skills.

September 9 - Champaign	November 6 - Peoria
October 6 - Elgin	November 14 - Springfield
October 7 - Chicago	December 18 - Springfield
October 21 - Carbondale	

EFFECTIVE DELEGATION

Managers who delegate get more done and, although the very word suggests "giving up" authority, managers must always retain accountability. This program demonstrates that good delegation can increase the supervisor's span of control, create time for more important jobs, and provide growth opportunities for subordinates.

Management simulation activities involve seminar participants and give insight into practical applications.

July 1 - Chicago	August 19 - Champaign
July 23 - Carbondale	August 21 - Peoria
July 29 - Edwardsville	November 21 - Springfield
August 14 - Elgin	December 15 - Springfield

(Tear off and mail to pre-addressed office shown on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (If not printed in box) _____

Office phone: AC _____ / _____ Title of Seminar _____

Date of seminar _____ Location of seminar _____

(Please type or print name and office address within area below. This form will be mailed back to you.)

ILLINOIS STATE LIBRARY



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Please check:

☐ State gov't. employee

☐ Local gov't. employee

Authorization for employee to attend by: _____

SIGNATURE - AGENCY APPROVAL

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

(Failure to complete form properly may result in delay or denial of registration.)

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217 / 782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

Illinois Department of Personnel
Division of Employee Development
504 William G. Stratton Building
Springfield, Illinois 62706

(This section for office use only.)

- ☐ You are accepted and registered in the seminar of your choice.
- ☐ We are sorry but the seminar was filled prior to receiving your application.
- ☐ We regret that this seminar had to be cancelled/postponed.
- ☐ Application returned. (See remarks.)

Remarks:

OTHER PROGRAMS OFFERED BY THE DIVISION OF EMPLOYEE DEVELOPMENT

Government Employees Management Seminars

A coordinated sequence for employees of State government consists of two two-day seminars—one in "Foundations of Supervision," the other in "Advanced Supervision." A third workshop, "Management Development," is a four-day program, conducted in two-day modules. These are scheduled in both Chicago and Springfield.

In addition, two two-day seminars are given only in Springfield: "Interpersonal Communication" (for employees on all levels of State government) and "Communication Skills"—concentrating on principles of effective speaking and the writing of business letters and memos.

New Programs - 1980

Newly added to the curriculum this year are the "Effectiveness Training Courses." Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force. This series, open to State government employees only, will be conducted principally in Springfield.

Management Institutes

The thirteenth season of Management Institutes began in February, 1980. Each Institute is a one-day conference starting at 9 a.m. and ending mid-afternoon. They are presented by top management authorities and are designed for managerial personnel in State government. However, representatives from business, industry, and from local/federal government are invited to participate at \$15 per institute. There is no charge for State employees.

The Institutes are conducted at the Holiday Inn East, 3100 South Dirksen Parkway, Springfield, Illinois. Tickets must be obtained in advance.

NOTE: Special brochures on all programs above may be secured by calling 217/782-6442.

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